

# School Inspections



**User's Manual**

# **School Inspections**

Health District Information System

HDIS (Windows Ver. 4.0 )

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**CHC** Software, Inc.  
Health District Information Systems  
[helpdesk@hdis.org](mailto:helpdesk@hdis.org)

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# Introduction

This program is designed to assist you in organizing a systematic approach to entering your school inspections and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

## About This Manual

***The School Inspections Module*** is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key you are to press on your keyboard. As an example, when you read ,

ENTER

press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed [ ] instructions of what to type into a field.

Note: For Technical Support, email: [helpdesk@hdis.org](mailto:helpdesk@hdis.org)



# Navigation

Whenever you see one



click the left side of your mouse once.

Whenever you see two



click the left side of your mouse twice.

## Navigation Keys For Entering Information

**Tab**

or

**ENTER**

to move to next field

**Shift**

**Tab**

or

**Up**

to go back one field

**Alt**

+

**R**

places you in the receipt screen.

## Editing Keys

**Backspace**

deletes one character left of cursor

**Delete**

deletes one character

**Insert**

inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



## Starting HDIS

### MICROSOFT Windows Users

**Start**

**Programs**

**Health District Info Systems**

**HDIS**

# Health District Information System Menu Bar

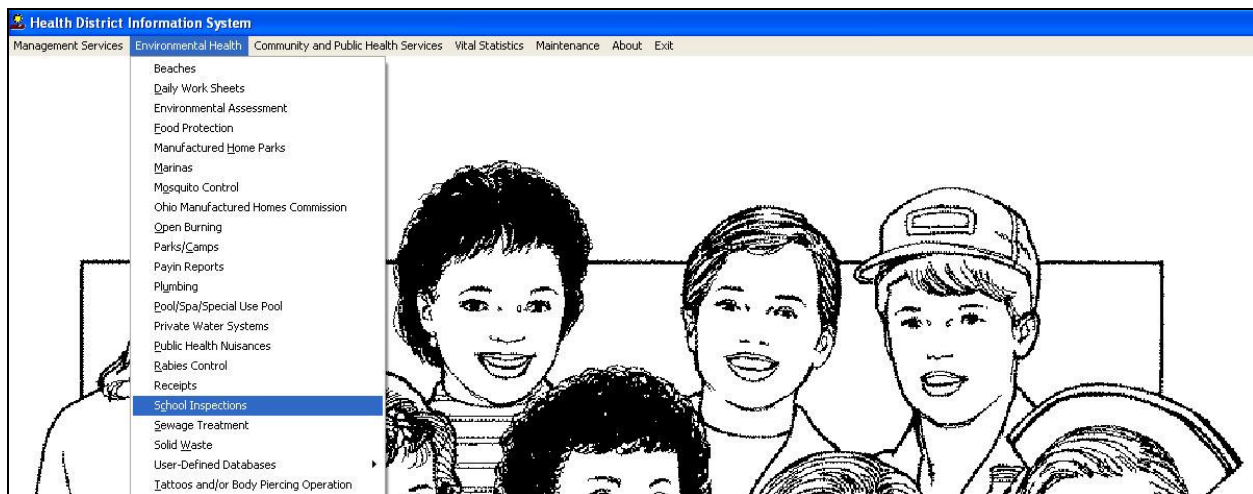
**HDIS (Health District Information System)** has several different modules designed to assist your health district in its day-to-day operations. The **School Inspections Module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



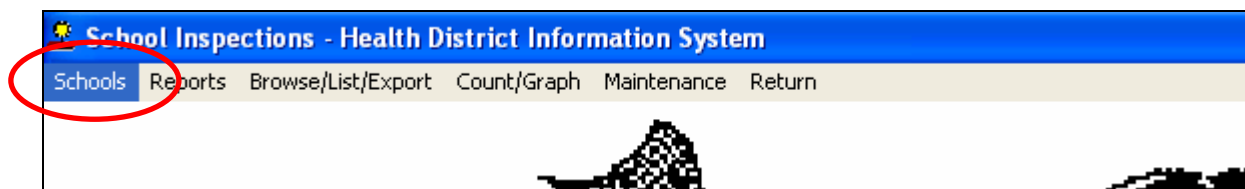
Select Environmental Health



Select School Inspections



School Inspections



# Entering a School

Id	Principal	School Name
1	MRS. CLAUDIA ROLF	LEROY ELEMENTARY SCHOOL
69	TIM HAMMAN	LONGFELLOW ELEMENTARY SCHOOL
32	ERIC KUJALA	MADISON AVENUE ELEMENTARY SCHOOL
3	MR. WILLIAM FISHER	MADISON HIGH SCHOOL
4	MR. BOB NOBLES	MADISON MIDDLE SCHOOL
77	MRS. MC NAMARA	MC KINLEY ELEMENTARY SCHOOL
22	JANE MURPHY	MCKINLEY ELEMENTARY SCHOOL
54	DR. STEPHANIE BROWN NE	MELRIDGE ELEMENTARY SCHOOL
16	JACKIE HOYNES	MEMORIAL JUNIOR HIGH
17	MR. HOUCK	MENTOR CHRISTIAN SCHOOL
47	JOHN SWITZER	MENTOR HIGH SCHOOL
85	PASTOR BILL THOMPSON	NEW LIFE CHRISTIAN ACADEMY
70	MRS. BREDALONCAR	NORTH HIGH SCHOOL
5	MRS. LISA SHOAF	NORTH MADISON ELEMENTARY SCHOOL

The **FIND** tab on the School Inspections window is for locating a School. You can browse through the grid or type the **Name or ID#** in the **Enter Name or ID#** field

To add a School to your list, click the **Add** button.

**Once the School is entered you will not have to enter it again.**



## Add

**School -**

Find School Board of Education School Insp. Roof Insp. School Insp. (old) Playground Insp. (old) Comments GIS/GPS

School ☐ Preschool ☐ Kind. ☐ Elementary ☐ Middle ☐ Junior High ☐ Senior High ☐ Tech.  
☐ Other

Type ☐ Public ☐ Private ☐ Charter ☐ MRDD ☐ Tools for School

Info ☐ Food Service ☐ Vending ☐ Pool ☐ Playground ☐ Classrooms ☐ Enrollment  
☐ Sewage(priv) ☐ Water(priv) ☐ Closed

School Address Principal/Chief Administrator Custodian/Facility Operations

ID #  Name of School

School District

Street Address  City

State  Zip code  Phone

Print Previous Next Delete Add Modify

You may now begin to enter information into the fields. Remember, you can use the **“Tab”** or the **“Enter”** key to advance from field to field. On this page, you will fill out the information for the School.

**\*\* Note: All phone numbers must start with a “1”**





## Principal/Chief Administrator

**School -**

Find School Board of Education School Insp. Roof Insp. School Insp. (old) Playground Insp. (old) Comments GIS/GPS

School ☐ Preschool ☐ Kind. ☐ Elementary ☐ Middle ☐ Junior High ☐ Senior High ☐ Tech.  
☐ Other

Type ☐ Public ☐ Private ☐ Charter ☐ MRDD ☐ Tools for School

Info ☐ Food Service ☐ Vending ☐ Pool ☐ Playground ☐ Classrooms ☐ Enrollment  
☐ Sewage(priv) ☐ Water(priv) ☐ Closed

School Address  Custodian/Facility Operations

Principal/Chief Administrator   
Email

Street Address   
City

State  Zip code  Phone

Print Previous Next Delete Add Modify

This screen is for entering information on the Principal/Chief Administrator.



## Custodian/Facility Operations

**School -**

Find School Board of Education School Insp. Roof Insp. School Insp. (old) Playground Insp. (old) Comments GIS/GPS

School ☐ Preschool ☐ Kind. ☐ Elementary ☐ Middle ☐ Junior High ☐ Senior High ☐ Tech.  
☐ Other

Type ☐ Public ☐ Private ☐ Charter ☐ MRDD ☐ Tools for School

Info ☐ Food Service ☐ Vending ☐ Pool ☐ Playground ☐ Classrooms ☐ Enrollment  
☐ Sewage(priv) ☐ Water(priv) ☐ Closed

School Address Principal/Chief Administrator Custodian/Facility Operations

Custodian/Facility Operations Email

Street Address City

State Zip code Phone

Print Previous Next Delete Add Modify

This screen is for entering information on the Custodian/Facility Operations.

# Board of Education



## Board of Education

**School -**

Find | School | **Board of Education** | School Insp. | Roof Insp. | School Insp. (old) | Playground Insp. (old) | Comments | GIS/GPS


Board of Education	Contact/Items	Other
<b>Board of Education</b>		
<input type="text"/>		
Superintendent	Email	
<input type="text"/>	<input type="text"/>	
Street	City	
<input type="text"/>	<input type="text"/>	
State	Zip code	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
<hr/>		
<b>Secretary</b>		
Email		
<input type="text"/>		
Street	City	
<input type="text"/>	<input type="text"/>	
State	Zip code	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Print | Modify

This screen is for entering information on the Board of Education including the superintendent and secretary.



## Contact/Items



**School -**

Find | School | Board of Education | School Insp. | Roof Insp. | **School Insp. (old)** | Playground Insp. (old) | Comments | GIS/GPS

Board of Education | **Contact/Items** | Other

**How would you like to receive quarterly transmittals of dangerous products or conditions?**

☐ E-mail

☐ Facsimile

☐ US Post

Name  Address

**Items sanitarian will need as they inspect your school:**

<input type="checkbox"/> Floor plan of school	<input type="checkbox"/> Documentation of monthly inspections of emergency showers and eyewash stations	<input type="checkbox"/> Policies/Procedures
<input type="checkbox"/> Evidence of annual inspection of bleachers, grandstands and folding or telescopic seating	<input type="checkbox"/> Diagram showing location of acid neutralization tank and evidence of annual inspection	Bus/Vehicle idling
<input type="checkbox"/> MSDS files in office and at location of use	<input type="checkbox"/> Roof inspection (forms)	Radon
<input type="checkbox"/> Evidence of annual inspection of fume hoods and local exhaust systems	<input type="checkbox"/> Roof diagram	Asbestos management
<input type="checkbox"/> Chemical inventory lists in chemical storage areas	<input type="checkbox"/> Completed transmittal forms for dangerous or recalled products	Safety/Crisis management
	<input type="checkbox"/> Other documents requested by sanitarian	Blood-borne pathogens
		Medication storage
		Comprehensive safety plan
		Chemical hygiene plan
		Hand washing
		Integrated pest management
		Water line flushing

Print Modify

This screen is for entering how the school would like to be contacted according to their "School Information Report" which is located on the Print window.



## Other

The screenshot shows a software window titled "School -". It has a top navigation bar with tabs: Find, School, Board of Education, School Insp., Roof Insp., School Insp. (old), Playground Insp. (old), Comments, and GIS/GPS. Below this is a sub-navigation bar with three tabs: Board of Education, Contact/Items, and Other. The "Other" tab is selected, and a red arrow points to it from above. The main content area contains the following fields:

- Insp.Interval**: A text input field.
- Last three inspection dates**: Three date input fields, each containing "///".
- Inspector**: A dropdown menu and a text input field.
- Service**: A dropdown menu and a text input field.
- Political Subdivision**: A dropdown menu and a text input field.

At the bottom right of the window are two buttons: "Print" and "Modify".

The final page on the Board of Education tab is for entering information regarding the inspections of the facility.

# Inspections



## School Inspections

The screenshot shows a software window titled "School -" with a menu bar and a main form area. The menu bar includes: Find, School, Board of Education, School Insp. (highlighted), Roof Insp., School Insp. (old), Playground Insp. (old), Comments, and GIS/GPS. The main form is divided into several sections:

- Reason for Inspection/School Info:** Includes fields for Inspection Date (with a dropdown showing "//"), Inspection Time, Travel Time, Other Time, Year constructed, and Year renovated.
- Inspection Items:** A large section for detailing the inspection.
- Violations/Comments:** A section for recording any issues found.
- Type of Inspection:** Includes checkboxes for Routine, Complaint, Consultation, and Follow-up.
- Grades of Instruction:** A field for entering the grade level.
- Hours of Operation:** A field for entering the hours.
- HVAC System:** A section with checkboxes for Central Forced Air Systems, Unit Ventilators, Steam/Hot Water Radiators, Electric Heating Units, and Geothermal.
- Heating:** A column with checkboxes for the selected HVAC system.
- Cooling:** A column with checkboxes for the selected HVAC system.
- Other:** A field for additional information.

At the bottom of the window, there is a row of buttons: Previous Inspection, Next Inspection, Add Inspection (circled in red), Delete Inspection\*, Rules, Print, and Modify.

To enter an inspection, click the **"Add Inspection"** button.

**School -**

Find | School | Board of Education | **School Insp.** | Roof Insp. | School Insp. (old) | Playground Insp. (old) | Comments | GIS/GPS

Reason for Inspection/School Info		Inspection Items		Violations/Comments	
Inspection Date	Inspection Time	Travel Time	Other Time	Year constructed	Year renovated
<b>Type of Inspection</b> <input type="checkbox"/> Routine <input type="checkbox"/> Complaint <input type="checkbox"/> Consultation <input type="checkbox"/> Follow-up			<b>HVAC System</b> Central Forced Air Systems <input type="checkbox"/> <input type="checkbox"/> Unit Ventilators <input type="checkbox"/> <input type="checkbox"/> Steam/Hot Water Radiators <input type="checkbox"/> n/a Electric Heating Units <input type="checkbox"/> n/a Geothermal <input type="checkbox"/> <input type="checkbox"/> Other <input type="text"/> <input type="checkbox"/> <input type="checkbox"/>		
<b>Grades of Instruction</b> <input type="text"/>		<b>Hours of Operation</b> <input type="text"/>			

Previous Inspection | Next Inspection | **Add Inspection** | Delete Inspection\* | Rules | Print | Modify

Once the **Add Inspection** button is clicked, you can begin entering the information that will appear on the top of the school inspection form.



## Inspection Items

**School -**

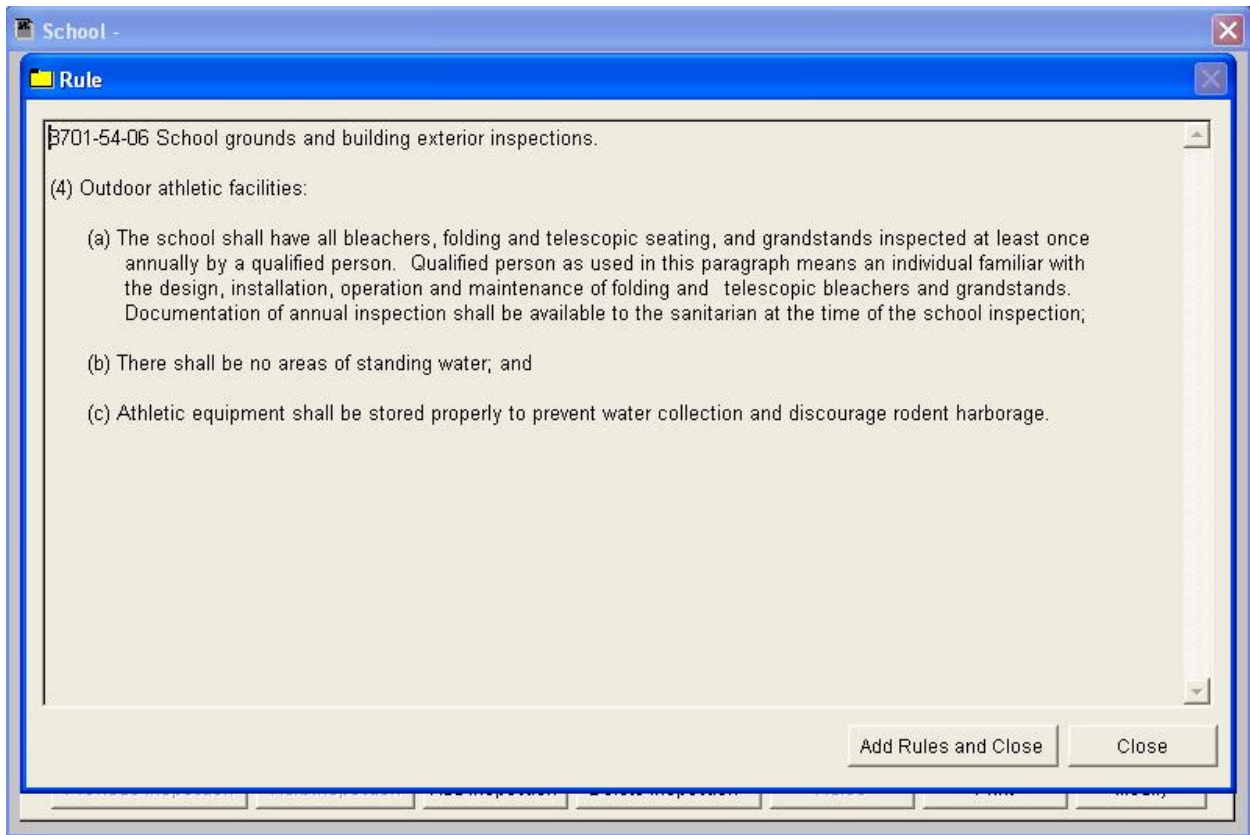
Find | School | Board of Education | **School Insp.** | Roof Insp. | School Insp. (old) | Playground Insp. (old) | Comments | GIS/GPS

Reason for Inspection/School Info	Inspection Items	Violations/Comments
<input type="checkbox"/> 06-A1 Grounds and building exterior	<input type="checkbox"/> 09-C Indoor athletic facilities	
<input type="checkbox"/> 06-A2 Playgrounds	<input type="checkbox"/> 09-D Locker rooms	
<input type="checkbox"/> 06-A3 Solid waste disposal areas	<input type="checkbox"/> 09-E Training or weight lifting rooms	
<input checked="" type="checkbox"/> <b>06-A4 Outdoor athletic facilities</b>	<input type="checkbox"/> 09-F Restrooms	
<input type="checkbox"/> 07-A All school indoor environments	<input type="checkbox"/> 09-G Custodial closets	
<input type="checkbox"/> 07-B Hallways and stairwells	<input type="checkbox"/> 09-H Mechanical rooms	
<input type="checkbox"/> 08-A Science classrooms	<input type="checkbox"/> 09-I Attics/Mezzanines/Crawls	
<input type="checkbox"/> 08-B Visual arts classrooms	<input type="checkbox"/> 09-J Water/Wastewater systems	
<input type="checkbox"/> 08-C Industrial arts classrooms	<input type="checkbox"/> 09-K Health care areas	
<input type="checkbox"/> 08-D Stage and set design areas	<input type="checkbox"/> 09-L/M Admin Areas/Rules and protocols	
<input type="checkbox"/> 08-E Music room(s)		
<input type="checkbox"/> 08-F Family and consumer science		
<input type="checkbox"/> 09-A Auditoriums and student dining		
<input type="checkbox"/> 09-B Library/Media center		

Previous Inspection | Next Inspection | Add Inspection | Delete Inspection\* | Rules | Print | Modify

To enter a violation, click on the appropriate check box. In this example, there was a violation concerning **“06-A4 Outdoor athletic facilities”**. When the violation is checked, the School Inspection rules window will open (see the next page).





When the violation is clicked, the program opens the **Inspection Rules** window above. This window allows you to see the rule entirely. To add this rule to the "Violations and Comments" on the inspection form, click the "**Add Rules and Close**" button.



## Violation(s)/Comment(s)

The **“Violations/Comments”** page displays the rules that you have added for your inspection. You may, also, add your comments specific to the rules.

Field/Button	Description
Violation(s)/Comment(s)	Displays the selected rules from the “Violations” tab along with your comments.
Inspected by	Select inspector who performed the inspection.
R.S./SIT#	
Received by	Enter the person who received the inspection form.
Title	Enter the title of the person who received the form.
Rules	Click to view all inspection rules.
Spell Check	Click to perform a spell check on your comments.

# Roof Inspection



## Roof Inspection

**School -**

Find | School | Board of Education | School Insp. | **Roof Insp.** | School Insp. (old) | Playground Insp. (old) | Comments | GIS/GPS

Reason for Inspection/Documentation			Inspection Items		Violations/Comments	
Inspection Date	Inspection Time	Travel Time	Other Time	Year roof installed	Year renovated	
///						

<b>Reason for Inspection</b> <input type="checkbox"/> Annual Inspection <input type="checkbox"/> Following Severe Weather (check all that apply) <input type="checkbox"/> Damaging Wind <input type="checkbox"/> Lightning <input type="checkbox"/> Hail <input type="checkbox"/> Excess Snow Accumulation <input type="checkbox"/> Heavy Rain <input type="checkbox"/> Falling Debris <input type="checkbox"/> Other: <input type="text"/>	<b>Type of Roofing System</b> <input type="checkbox"/> Thermoset single-ply membrane <input type="checkbox"/> Built-up <input type="checkbox"/> Thermosplastic single-ply membrane <input type="checkbox"/> Metal <input type="checkbox"/> Modified bitumen <input type="checkbox"/> Shingle <input type="checkbox"/> Other: <input type="text"/>
<b>Documentation</b> <input type="checkbox"/> Current roof drawing or diagram containing: 1. Date drawing/diagram completed 2. Location of all HVAC air handling units 3. Location of all exhaust stacks 4. Location of all roof drains <input type="checkbox"/> One copy of ODH Roof Inspection for each insp. completed	<b>Rooftop HVAC and exhaust components</b> <input type="checkbox"/> Air handling units <input type="checkbox"/> Kitchen exast stacks <input type="checkbox"/> Dryer vent stacks <input type="checkbox"/> Sanitary system vent stacks <input type="checkbox"/> Chemical fume hood <input type="checkbox"/> Combustion flues <input type="checkbox"/> Restroom exhaust stacks <input type="checkbox"/> Other: <input type="text"/>

Previous Inspection | Next Inspection | **Add Inspection** | Delete Inspection\* | Print | Modify

To enter an inspection, click the “**Add Inspection**” button.

**School -**

Find | School | Board of Education | School Insp. | **Roof Insp.** | School Insp. (old) | Playground Insp. (old) | Comments | GIS/GPS

Reason for Inspection/Documentation			Inspection Items		Violations/Comments	
Inspection Date	Inspection Time	Travel Time	Other Time	Year roof installed	Year renovated	

<b>Reason for Inspection</b> <input type="checkbox"/> Annual Inspection <input type="checkbox"/> Following Severe Weather (check all that apply) <input type="checkbox"/> Damaging Wind <input type="checkbox"/> Lightning <input type="checkbox"/> Hail <input type="checkbox"/> Excess Snow Accumulation <input type="checkbox"/> Heavy Rain <input type="checkbox"/> Falling Debris <input type="checkbox"/> Other <input type="text"/>	<b>Type of Roofing System</b> <input type="checkbox"/> Thermoset single-ply membrane <input type="checkbox"/> Built-up <input type="checkbox"/> Thermoplastic single-ply membrane <input type="checkbox"/> Metal <input type="checkbox"/> Modified bitumen <input type="checkbox"/> Shingle <input type="checkbox"/> Other <input type="text"/>
<b>Documentation</b> <input type="checkbox"/> Current roof drawing or diagram containing: 1. Date drawing/diagram completed 2. Location of all HVAC air handling units 3. Location of all exhaust stacks 4. Location of all roof drains <input type="checkbox"/> One copy of ODH Roof Inspection for each insp. completed	<b>Rooftop HVAC and exhaust components</b> <input type="checkbox"/> Air handling units <input type="checkbox"/> Kitchen exast stacks <input type="checkbox"/> Dryer vent stacks <input type="checkbox"/> Sanitary system vent stacks <input type="checkbox"/> Chemical fume hood <input type="checkbox"/> Combustion flues <input type="checkbox"/> Restroom exhaust stacks <input type="checkbox"/> Other <input type="text"/>

Once the **Add Inspection** button is clicked, you can begin entering the information that will appear on the top of the school inspection form.



## Roof Inspection

**School -**

Find | School | Board of Education | School Insp. | **Roof Insp.** | School Insp. (old) | Playground Insp. (old) | Comments | GIS/GPS

Reason for Inspection/Documentation				Inspection Items				Violations/Comments			
Y	N	N/A	Condition	Y	N	N/A	Condition				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of standing water on ground...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cracks, gaps, or other damage to walls...				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gutters/downspouts/storm drains blocked...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suspected microbial growth on any rooftop...				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cracks, gaps or other damage to gutters...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other conditions that may result in water intrusion...				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing water or evidence of past...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suspected microbial growth in HVAC system...				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accumulation of excessive debris...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air contaminant sources near outside air intakes...				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suspected microbial growth or water...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside air intakes blocked, obstructed, or...				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of bird, rodent, or insect...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air intake screens broken or missing...				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof deck material cracked, damaged...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excessive noise generated by HVAC system...				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof deck seals cracked or broken...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other safety concerns				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flashing systems improperly sealed creating...								

Previous Inspection | Next Inspection | Add Inspection | Delete Inspection\* | Print | Modify

Click on the appropriate check box for each roof violation during your inspection. Every condition marked with an "X" will be automatically added to the Violations/Comments tab.



## Violations/Comments

School -

Find | School | Board of Education | School Insp. | Roof Insp. | School Insp. (old) | Playground Insp. (old) | Comments | GIS/GPS

Reason for Inspection/Documentation | Inspection Items | Violations/Comments

Evidence of bird, rodent, or insect infestation.

Inspected by [dropdown] R.S./SIT # [text field]

Received by [text field] Title [text field] [Spell Check]

[Previous Inspection] [Next Inspection] [Add Inspection] [Delete Inspection\*] [Print] [Modify]

The **“Violations/Comments”** page displays the rules that you have added for your inspection. You may, also, add your comments specific to the rules.

Field/Button	Description
Violation(s)/Comment(s)	Displays the selected rules from the “Violations” tab along with your comments.
Inspected by	Select inspector who performed the inspection.
R.S./SIT#	
Received by	Enter the person who received the inspection form.
Title	Enter the title of the person who received the form.
Spell Check	Click to perform a spell check on your comments.

# School Insp. (old)



School Insp. (old)

School -

Find

School

Board of Education

School Insp.

Roof Insp.

School Insp. (old)

Playground Insp. (old)

Comments

GIS/GPS

Date	Issues	Review	Notes

Inspection date

//

Add Inspection

Delete Inspection\*

Print

Modify

Do not use. This window was used prior to the State’s school inspection rules.



# Playground Insp. (old)



## Playground Insp. (old)

School -

Find

School

Board of Education

School Insp.

Roof Insp.

School Insp. (old)

Playground Insp. (old)

Comments

GIS/GPS

Date	Issues	Review	Notes

Inspection date

//

Add Inspection

Delete Inspection\*

Print

Modify

Do not use. This window was used prior to the State’s school inspection rules.



# Comments



## Comments

A screenshot of a web application window titled "School -". The window has a blue border and a red close button in the top right corner. Below the title bar is a horizontal menu with tabs: "Find", "School", "Board of Education", "School Insp.", "Roof Insp.", "School Insp. (old)", "Playground Insp. (old)", "Comments", and "GIS/GPS". The "Comments" tab is currently selected. The main content area is a large, empty rectangular box with a vertical scrollbar on the right side. At the bottom of the window, there are three buttons: "Spell Check", "Print", and "Modify".

The comments page is for entering your own comments on the school.

# GIS/GPS



## GIS/GPS

**School -**

Find | School | Board of Education | School Insp. | Roof Insp. | School Insp. (old) | Playground Insp. (old) | Comments | **GIS/GPS**

**Global Information System**

Street #  Prefix Direction  Prefix Type  Street name  Street Suffix  Prefix Direction

**Global Positioning System**

Latitude Decimal Value  Longitude Decimal Value

Modify

The "GIS/GPS" tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude <b>DECIMAL</b> value of the location.
Longitude Decimal Value	Enter the longitude <b>DECIMAL</b> value of the location.
Modify	Click to modify the information on the page.

# Print Button



Print

**Print:** The “**Print**” button is available on all the tabs.

Field/Button	Description
Envelope to School	Prints an envelope addressed to the School.
Envelope to Board of Education	Prints an envelope addressed to the board of education.
School Information Form	Prints the School Information Form.
School Information Form (Blank)	Prints a blank School Information Form.
School Inspection Form	Prints the School inspection.
Roof Inspection	Prints the Roof inspection.
School Inspection (old)	Prints the old school inspection form.
Playground Inspection (old)	Prints the old playground inspection form.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.

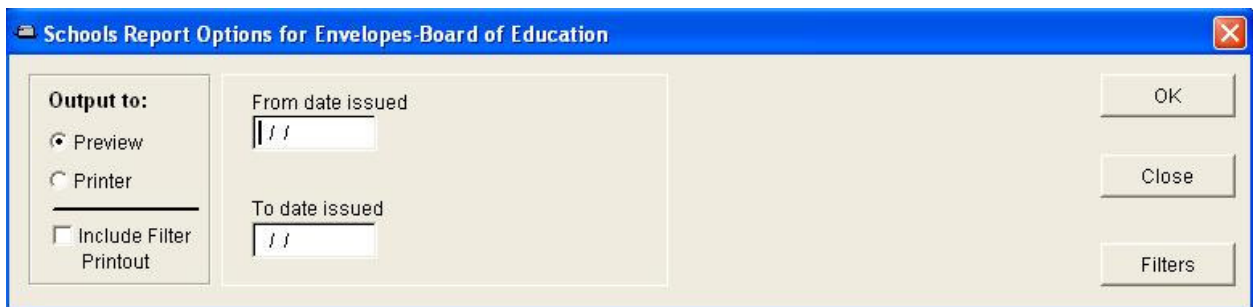
# Reports



## Reports



The **School Inspections** module has a set of pre-defined reports from which to choose. Each report will ask for **From date issued** and **To date issued**.



You may preview the report before printing. Also, you have the ability to use filters to build a query.

## Reports

Report	Description
Envelopes – Board of Education	Addresses envelope to the Board of Education.
Envelopes - Schools	Addresses envelope to the School.
Filing Labels	Generates filing labels for your schools.
Labels – Board of Education	Generates mailing labels to the Board of Education.
Labels – School	Generates mailing labels to your schools.
Lists	Generates a list of Schools.

# Maintenance - Add/Delete/Modify Tables



## Maintenance



The **Maintenance Menu** contains a list of the tables that you can modify for your program.



## Export/Import School Clients

Type	Export	Name	Street

The **Export/Import** function enables you to take your school data out of the office on your laptop. If you use a laptop for your inspections or are interested in this function, please contact CHC Software for directions [helpdesk@hdis.org](mailto:helpdesk@hdis.org).

## Schools – Lap Top Export / Import Files

Before you leave the office:

Import School Inspection Files

Click "**Environmental Health**"

Click "**School Inspections**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import School Files**"

Click "**Import School Clients From Server**" radio button

Click "**OK**"

Click "**Continue**"

Upon returning to the office:

Export School Inspection Files

Click "**Environmental Health**"

Click "**School Inspections**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Marina Files**"

Click "**Export School Clients to Server**" radio button

Note: Any record that has been modified will display a check in the box next to their name.

Click "**OK**"

Click "**Continue**"



## Field Names

Data Base Field Names for Schools		
Field Name	Data Base Field Name	
# OF CLASSROOMS	SCH.CLASS	
2ND LAST INSPECTION	SCH.LST_2ND_IN	
3RD LAST INSPECTION	SCH.LST_3RD_IN	
ACID TANK	SCH.ACID	
BLEACHERS	SCH.BLEACH	
BOARD CITY	SCH.BE_CITY	
BOARD PHONE	SCH.BE_PHONE	
BOARD STATE	SCH.BE_STATE	
BOARD STREET	SCH.BE_STREET	
BOARD ZIP	SCH.BE_ZIP	
CHARTER	SCH.CHARTER	
CHEMICAL INVENTORY	SCH.INVENTORY	
CITY	SCH.CITY	
CLOSED	SCH.CLOSED	
CONTACT EMAIL	SCH.EMAIL	
CONTACT FAX	SCH.FAX	
CONTACT US POST	SCH.POST	
CUSTODIAN	SCH.CUSTODIAN	
CUSTODIAN CITY	SCH.CUST_CITY	
CUSTODIAN EMAIL	SCH.CUST_EMAIL	
CUSTODIAN PHONE	SCH.CUST_PHONE	
CUSTODIAN STATE	SCH.CUST_ST	
CUSTODIAN STREET	SCH.CUST_STREET	

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The **Field Name** column is used to merge data into letters.

**Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).**





## General Profile

**General Profile**

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

Health Department

Division

Address1

Address2

City  State  Zip

County

Phone #'s  FAX #

Federal Tax ID

Commissioner

Client/Server Location

☐ 2007 ☐ 2006 ☐ 2005 ☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998

Make Checks Payable to:

Close

The **General Profile** enables you to fill out the basic information for your health department.



## Playground Inspection Master Table

Add/Modify/Delete Schools

Number	Letter	Issues	Review
1	A	IMPROPER SURFACING MATERIAL	HARD SUFACES SUCH AS CONCRETE, BLACKTOP, PACKED
2	A	INSUFFICIENT CUSHIONING MATE	CUSHIONING MATERIALS MAINTAINED AT A DEPTH OF TWO
3	A	SURFACING - OTHER	
4	A	INADEQUATE FALL ZONES - STATI	PROTECTIVE SURFACING MATERIAL SHOULD EXTEND A MI
5	A	INADEQUATE FALL ZONES - SWING	PROTECTIVE SURFACING SHOULD EXTEND IN FRONT AND
6	A	INADEQUATE FALL ZONES - SLIDE	PROTECTIVE SURFACING SHOULD EXTEND A MINIMUM OF
7	A	INADEQUATE FALL ZONES - OTHER	
8	A	PROTRUSION HAZARDS	BOLT ENDS THAT EXTEND MORE THAT TWO THREADS BEY
9	A	ENTANGLEMENT HAZARDS	ANY HOOK OR GAP FORMED BY HARDWARE OR COMPONE
10	A	IMPALEMENT HAZARDS	PROTRUSION HAZARD CAPABLE OF PENETRATING AN EYE
11	A	PROTRUSION - OTHER	
12	A	ENTRAPMENT - BOUNDED OPENIN	ENCLOSED OPENING BETWEEN 3 1/2 INCHES AND 9 INCH
13	A	ENTRAPMENT - UNBOUNDED OPE	PARTIALLLY ENCLOSED OPENINGS WHERE THE GROUND
14	A	ENTRAPMENT - OTHER	
15	A	INSUFFICIENT SPACING EQUIPME	MINIMUM OF TWELVE (12) FOOT BETWEEN TWO PLAY STRU
16	A	INSUFFICIENT SPACING EQUIPME	SWINGS AND OTHER PIECES OF MOVING EQUIPMENT SHO
17	A	INSUFFICIENT SPACING - OTHER	THERE SHOULD BE A MINIMUM OF SIX (6) FEET FALL ZONE
18	A	TRIPPING HAZARDS	EXPOSED CONCRETE FOOTINGS, EXPOSED ANCHOR FOR
19	A	INADEQUATE SUPERVISION	SUPERVISION IS NEEDED TO ASSIST A CHILD IN RECOGNI
20	A	AGE INAPPROPRIATE EQUIPMENT	MAKE SURETHAT PLAY EQUIPMENT IS APPROPRIATE FOR
21	A	LACK OF MAINTENANCE - COMPON	IN ORDER FOR A PLAYGROUD TO REMAIN IN A SAFE COND
22	A	LACK OF MAINTENANCE - STRUCT	IN ORDER FOR A PLAYGROUD TO REMAIN IN A SAFE COND
23	A	LACK OF MAINTENANCE - HARDWA	IN ORDER FOR A PLAYGROUD TO REMAIN IN A SAFE COND
24	A	LACK OF MAINTENANCE - OTHER	SURFACING MATERIAL MUST BE MAINTAINED. CHECK FOR

Close

Add

Delete

Print

Do not use.



## School Inspection Master Table

Add/Modify/Delete Schools

Number	Letter	Issues	Review
1	A	SURROUNDINGS	LOCATION
1	B		GROUND, WALKWAYS & DRIVEWAYS
1	C		PLAYGROUND EQUIPMENT
2	A	BUILDING	STRUCTURE
2	B		FLOOR CLEANING & REPAIR
2	C		WALLS & CEILING CLEANING & REPAIRS
2	D		DOORS & WINDOWS
3	A	HEATING & VENTILATION	THERMOSTAT & THERMOMETER EACH CLASSROOM
3	B		TEMPERATURE & HUMIDITY
3	C		VENTILATION & DUST CONTROL
4	A	LIGHTING	ADEQUATE ARTIFICIAL LIGHT
4	B		MAINTENANCE OF FIXTURES
4	C		QUALITY & PROPER USE OF LIGHTING
5	A	WATER SUPPLY	SOURCE, DEVELOPMENT & TREATMENT
5	B		PRESSURE & CHEMICAL QUALITY
5	C		PLUMBING, MAINTENANCE & DESIGN
5	D		DRINKING FOUNTAINS
6	A	TOILET & LOCKER ROOM FACILITIES	CLEANING, REPAIR & ADEQUACY OF ROOMS
6	B		CLEANING, REPAIR & ADEQUACY OF SHOWERS & TOILET FACILITIES
6	C		CLEANING, REPAIR & ADEQUACY OF LOCKERS & MODESTY
6	D		CLEANING, REPAIR & ADEQUACY OF HANDWASHING FACILITIES
6	E		VENTILATION
6	F		REST ROOM SUPPLIES
7	A	WASTE DISPOSAL	SEWAGE SYSTEM OPERATIONS

Close

Add

Delete

Print

Do not use.



## School Inspection Rules

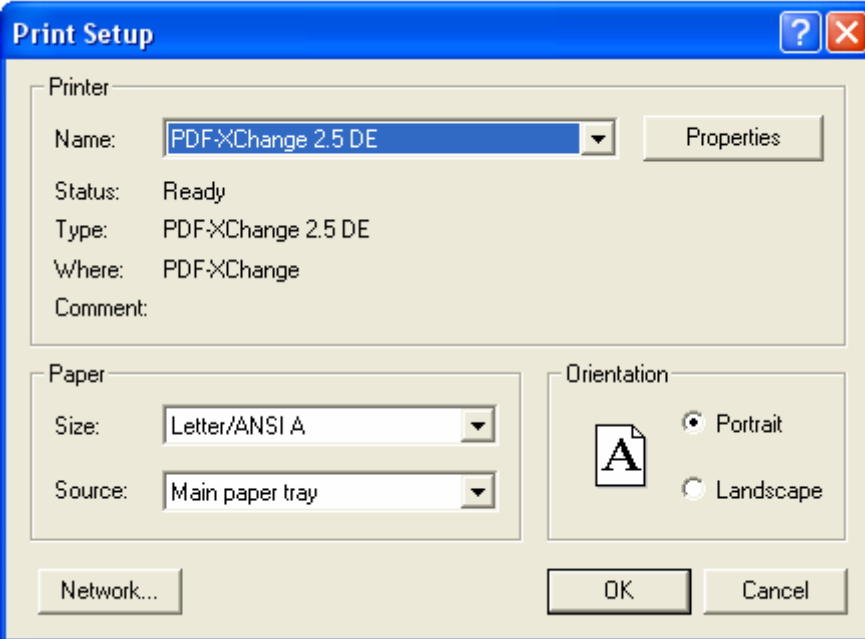
#	Title	Code	Order	Rules
1.0	3701-54-01 DEFINITIONS.	3701-54-01 DEFINITIONS	1	Memo
2.0	3701-54-02 PURPOSE, SCOPE AND AUTHORITY	3701-54-02 PURPOSE, SCOPE AND AUTHORITY	1	Memo
3.0	3701-54-03 RESPONSIBILITIES OF THE DIRECTOR	3701-54-03 RESPONSIBILITIES OF THE DIRECTOR OF HEALTH	1	Memo
4.0	3701-54-04 RESPONSIBILITIES OF BOARDS OF HEALTH	3701-54-04 RESPONSIBILITIES OF BOARDS OF HEALTH	1	Memo
5.0	3701-54-05 RESPONSIBILITIES OF THE PRINCIPAL	3701-54-05 RESPONSIBILITIES OF THE PRINCIPAL, CHIEF	1	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EXTERIOR	06-A1 GROUNDS AND BUILDING EXTERIOR	1	Memo
6.2	3701-54-06 SCHOOL GROUNDS AND BUILDING EXTERIOR	06-A2 PLAYGROUNDS	2	Memo
6.3	3701-54-06 SCHOOL GROUNDS AND BUILDING EXTERIOR	06-A3 SOLID WASTE DISPOSAL AREAS	3	Memo
6.4	3701-54-06 SCHOOL GROUNDS AND BUILDING EXTERIOR	06-A4 OUTDOOR ATHLETIC FACILITIES	4	Memo
7.1	3701-54-07 SCHOOL INDOOR ENVIRONMENTS INSPECTIONS	(A) ALL SCHOOL INDOOR ENVIRONMENTS	1	Memo
7.2	3701-54-07 SCHOOL INDOOR ENVIRONMENTS INSPECTIONS	(B) HALLWAYS AND STAIRWELLS	2	Memo
8.1	3701-54-08 SPECIALTY CLASSROOM INSPECTIONS	(A) SCIENCE CLASSROOMS	1	Memo
8.2	3701-54-08 SPECIALTY CLASSROOM INSPECTIONS	(B) VISUAL ARTS CLASSROOMS	2	Memo
8.3	3701-54-08 SPECIALTY CLASSROOM INSPECTIONS	(C) INDUSTRIAL ARTS CLASSROOMS.	3	Memo
8.4	3701-54-08 SPECIALTY CLASSROOM INSPECTIONS	(D) STAGE AND SET DESIGN AREAS.	4	Memo
8.5	3701-54-08 SPECIALTY CLASSROOM INSPECTIONS	(E) MUSIC ROOM(S)	5	Memo
8.6	3701-54-08 SPECIALTY CLASSROOM INSPECTIONS	(F) FAMILY AND CONSUMER SCIENCE	6	Memo
9.1	3701-54-09 ADMINISTRATIVE AND NON-CLASSROOM INSPECTIONS	(A) AUDITORIUMS AND STUDENT DINING	1	Memo
9.10	3701-54-09 ADMINISTRATIVE AND NON-CLASSROOM INSPECTIONS	(J) WATER/WASTEWATER SYSTEM	10	Memo
9.11	3701-54-09 ADMINISTRATIVE AND NON-CLASSROOM INSPECTIONS	(K) HEALTH CARE AREAS	11	Memo
9.12	3701-54-09 ADMINISTRATIVE AND NON-CLASSROOM INSPECTIONS	(L/M) ADMIN AREAS/RULES AND PROTOCOLS	12	Memo
9.2	3701-54-09 ADMINISTRATIVE AND NON-CLASSROOM INSPECTIONS	(B) LIBRARY/MEDIA CENTER	2	Memo
9.3	3701-54-09 ADMINISTRATIVE AND NON-CLASSROOM INSPECTIONS	(C) INDOOR ATHLETIC FACILITIES	3	Memo

Print Delete\* Add Close

Field/Button	Description
#	ODH rule number
Title	ODH Rule Name
Code	ODH Rule Paragraph
Rules	Double click to view rule
Close	Closes the table
Add Button	Adds an operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list



## Print Setup

A screenshot of a 'Print Setup' dialog box. The dialog has a blue title bar with a question mark and a close button. It contains three main sections: 'Printer', 'Paper', and 'Orientation'. The 'Printer' section has a 'Name' dropdown set to 'PDF-XChange 2.5 DE', a 'Status' field showing 'Ready', a 'Type' field showing 'PDF-XChange 2.5 DE', a 'Where' field showing 'PDF-XChange', and a 'Comment' field. A 'Properties' button is to the right. The 'Paper' section has a 'Size' dropdown set to 'Letter/ANSI A' and a 'Source' dropdown set to 'Main paper tray'. The 'Orientation' section has a paper icon and two radio buttons: 'Portrait' (selected) and 'Landscape'. At the bottom are 'Network...', 'OK', and 'Cancel' buttons.

**Print Setup**

**Printer**

Name: PDF-XChange 2.5 DE Properties

Status: Ready

Type: PDF-XChange 2.5 DE

Where: PDF-XChange


Comment:

**Paper**

Size: Letter/ANSI A

Source: Main paper tray

**Orientation**

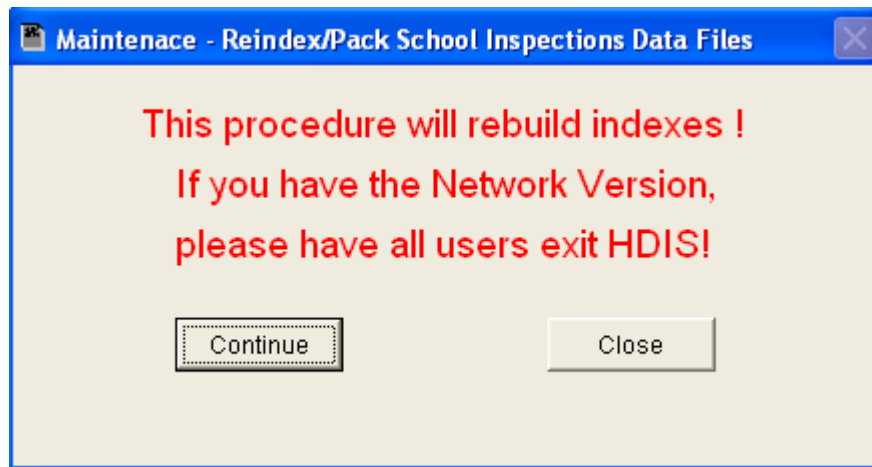
 ☒ Portrait ☐ Landscape

Network... OK Cancel

The print setup allows you to choose from which printer you wish to print. Pick the printer in the name dropdown and click **OK**.



## Reindex/Pack School Inspection Data Files



**This function is only needed should your data be corrupted due to a power failure. Please contact CHC Software if you have any questions or concerns.**

**CHC Software, Inc.**  
**Health District Information Systems**  
**[helpdesk@hdis.org](mailto:helpdesk@hdis.org)**

**CHC Software, Inc.**  
**Health District Information Systems**  
**[helpdesk@hdis.org](mailto:helpdesk@hdis.org)**